



SDP Report 2018/19

Identify a Focus:

- New Junior cycle CBA, Slar policy and Timetabling.
- Data Protection (Legislative requirement)
- Child Safeguarding Statement (Legislative requirement)

Background:

With the introduction of the new Junior Cycle CBA's and Slar meetings, we decided to review the subjects undertaking CBA's/ Slar meetings and attempt to establish procedures regarding deadlines, adherence to data protection , and impact on Extracurricular activities.

We decided to investigate the idea further as a means of improving teaching and learning in MCS. On looking at the previous year the evidence was that;

- There were times when students were under undue pressure
- There were times where teachers felt under un due pressure due to CBA collection and correction etc.

Due to Legislative requirements Data protection and Child Safeguarding Statement were compulsory.

Gather Evidence:

- Evidence was gathered from staff, students, parents Staff meetings took place to discuss the idea.
- SSE committee reached out to subject departments
- Members of SSE made personal observation
- Member of JCT visited the school
- Students were spoken to informally by staff
- 1st/2nd/3rd and parents of incoming students were invited to a meeting to discuss any concerns
- Data protection template was gathered
- Child Safeguarding Statement – all relevant information gathered

Process:

SLAR/CBA policy

- SLAR/CBA policy formulated and reviewed by committee
- Timetable for SLAR issued to staff for review 18/19
- Allocation of chairpersons for SLAR 18/19
- Review at end of year May 2019
- Timetable and Policy reviewed May 19 for school year 2019/2020

Data Protection

- Data Policy formulated and circulated to staff
- Retention Schedule formulated and circulated to staff
- Website Privacy Policy introduced
- Data protection information displayed in staff room

Child Safeguarding Statement

- Child Safeguarding Statement formulated and circulated to staff
- All staff signed confirmation that they read policy
- Policy displayed in front area of school

Review: Policies are reviewed on an ongoing basis through SSE

